

Sandford St Martin Parish Council

MINUTES 20210311 DRAFT

MARCH 11, 2021

7.00 PM

REMOTE – VIA ZOOM

ATTENDEES	James Rowe (Chairman), Emily Wheeler-Booth, Jo Miles, Ian Hames Cllr Jackson (WODC), Cllr Hudspeth (OCC) No members of the public Anne Ogilvie (Clerk)
ABSENT	Nil

- 695 **Welcome from the Chairman** – The Chairman welcomed everyone to the meeting.
- 696 **To receive apologies for absence** - Nil
- 697 **To approve and sign minutes of meeting on 12 November 2020**
The minutes of the meeting on 12 November 2020 were approved by the Council, and will be signed by the Chairman at the first opportunity.
- 698 **To receive declarations of interest from Members**
Nil
- 699 **Public participation**
Nil
- 700 **To receive reports from OCC and District Councillors**
OCC Report – Cllr Ian Hudspeth
Cllr Hudspeth noted that the situation regarding the ending of permission to hold remote meetings on 07 May needs to be addressed.
He noted that COVID infection rates are currently relatively low in Oxfordshire, and rate is reducing, but care needs to be taken as the county moves out of lockdown.
An additional £200k was included in the budget for additional speed limits in the county, and he had logged the interest of this Ward in this to county. He noted that the budget also had provision for drainage and vegetation issues, and a Youth Fund.
WODC Report – Cllr David Jackson
Cllr Jackson noted that the Uplands Planning Committee has started providing a summary of enforcement cases.
He is aware of the flooding and drainage issue in the Parish, and has been copied into correspondence with residents.
He noted that the “count” for the May elections is currently proposed to be district on Friday, county on Sunday, and Police and Crime Commission on Monday due to space and social distancing requirements. He will be posting about applying for Postal Votes on Facebook.
- 701 **To receive and comment on Clerk’s report**
The Clerk’s report was noted.
There were no comments.
- 702 **Current planning**
21/00292/HHD – Erection of a single storey side extension
Beech Cottage, Mill Lane, Sandford St Martin – comment 18 March 2021
The Council had no comment on this application.
- 703 **Any planning applications or enforcement notices received before date of meeting**
Nil
- 704 **Update of previous planning applications and enforcement actions**
20/01958/FUL – Changes to the design of the pool house roof material and front elevation (alternative to 19/01227/HHD); re-cladding of an existing outbuilding use for plant and storage and its continued use ancillary to the dwellinghouse; and re-siting of an existing outbuilding to provide an Apiary Hut. Associated landscaping (Part Retrospective).
Sandford House, Manor Road, Sandford St Martin - - Under consideration
20/02035/FUL – Erection of a replacement agricultural building
Cockley Barn, Ledwell – Approved – 04 December 2020
20/02531/HHD – Proposed alterations and extensions, addition of pool house and associated operations
Millers Barn, Mill Lane, Sandford St Martin – Approved 20 November 2020

Signed

(Chairman)

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20/02823/FUL – Conversion of existing stables to ancillary accommodation

Ledwell House, Ledwell – Approved – 08 January 2021

20/03300/HHD – Installation of a swimming pool and erection of plant room/store building, erection of tennis court and associated engineering and landscaping works

Flight Hill Farm, Flight Hill, Sandford St Martin – Approved – 05 February 2021

20/03301/LBC – Installation of a swimming pool and erection of plant room/store building, erection of tennis court and associated engineering and landscaping works

Flight Hill Farm, Flight Hill, Sandford St Martin – Approved – 05 February 2021

20/03492/HHD – Single storey extension

Clover Cottage, Manor Road, Sandford St Martin – Approved 15 February 2021

21/00370/HHD – Erection of single storey and first floor rear extensions

Clover Hall, Manor Road, Sandford St Martin – Under consideration

21/00371/LBC – Internal and external alterations to erect single storey and first floor rear extensions

Clover Hall, Manor Road, Sandford St Martin – Under consideration

705 To co-opt a new councillor

It was **resolved** to co-opt Paul North as a councillor to fill the current vacancy.

The Clerk will process appropriate paperwork and set Cllr North up on the council systems.

706 To receive asset inspection report and agree actions

Cllr Hames will undertake the inspection this month, and report his findings to council.

707 To review and approve asset register

It was **resolved** to approve the asset register.

It was noted that the Clerk would list the missing land information when the data has been found.

708 To review and approve revised Standing Orders

It was **resolved** to approve the revised Standing Orders.

709 To review and approve revised Grants and Donations Policy

It was **resolved** to approve the revised Grants and Donations Policy.

710 To review and approve Habitual or Vexatious Complaints Policy

It was **resolved** to approve the Habitual or Vexatious Complaints Policy.

711 To review and approve Community Engagement Policy

It was **resolved** to approve the Community Engagement Policy.

712 To review the effectiveness of the 2019-20 internal audit

The effectiveness of the 2019-20 internal audit was reviewed, and it was **resolved** to approve the review.

713 To comment on concern from resident regarding tree removal in November

Cllr Hames declared an interest in this item.

The Council noted that it hopes that in future residents will ensure that appropriate regulations/legislations are followed, and correct permissions and paperwork obtained prior to carrying out relevant works. Council noted that if anyone has a query regarding permissions, they can contact the Clerk, WODC or OCC. Council noted that it would be appreciated if advisory notices to nearby residents could be distributed before disruptive works are carried out.

714 To consider date, time and venue of Annual Parish Meeting

It was agreed that the APM would be held on Tuesday 04 May 2021 at 7pm via Zoom.

715 To acknowledge receipt of External Auditor Report and Certificate for 2019-20 and agree actions

The Council acknowledged receipt of the External Auditor Report and Certificate for 2019-20. It was noted that this has been uploaded to the website and had been put on the noticeboard. It was noted that the Notice of Conclusion of Audit had been uploaded the website and had been put on the noticeboard. The council noted the recommendation made by the auditor and will ensure that if the dates of public inspection are changed in the future, parishioners will be advised via the website and noticeboard.

Cllr Hames left the meeting.

Cllr Hudspeth left the meeting.

Signed

(Chairman)

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716 To ratify expenditure since last meeting

OALC	Training – Village Greens	£60.00	bank transfer
ICO	Annual data protection renewal	£40.00	bank transfer
Moore	External auditor fee 2019/20	£240.00	bank transfer
SLCC	Training – Wordpress websites	£36.00	bank transfer
TP Jones & Co	Payroll – October – December 2020	£58.50	bank transfer
SLCC	Practitioner Conference 2021 (part)	£30.00	bank transfer
Barton Bulletin	Donation – approved at Nov meeting	£75.00	bank transfer
	Clerk salary – November 2020 was approved		bank transfer
	Clerk salary – December 2020 was approved		bank transfer
	Clerk salary – January 2021 was approved		bank transfer

717 To approve current expenditure

Miles & McCulloch	Grass cutting, The Cross, SSM	£192.00	bank transfer
Spelsbury Down Farm	Rent – land at rear of Parish Hall	£15.00	bank transfer
OALC	Subscription 2021-2022	£146.16	bank transfer
Community First Oxon	Subscription 2021-2022	£35.00	bank transfer
	Clerk salary – February 2021 was approved		bank transfer

718 To approve council administration expenses

Council administration expenses were approved £135.55 bank transfer

719 To instruct bank signatories to sign approved payments or process bank transfers

Bank signatories were instructed to process bank transfers for approved expenditure.

720 To note monies received – as of 06 March 2021

Nil

721 Update of current status of bank account

Current account as of 26 February 2021- £8,644.88

722 To approve budget update

The budget update to 28 February 2021 was approved. It was noted that some lines are over-budget: payroll, use of home premises, phone/internet, office equipment, parish insurance, OALC subscription, Parish Hall rent. The insurance was greater than had been budgeted for, due to updated asset register. The other lines include expenditure from the last financial year which was paid in this financial year. It was noted that the contingency line had been used for audit and defibrillator costs. It was noted that a virement would be required to cover the Community First Oxfordshire subscription. It was noted that it is aimed to process payments in the year in which the expenditure occurred if possible in future, or earmark the funds required for these payments at the end of the year.

723 To approve budget virements

It was **resolved** to approve the budget virement report.

It was **resolved** to vire the budget to cover the Community First Oxfordshire subscription.

It was **resolved** to create earmarked reserves for the unused provision for future replacement of assets line, and budget lines for which scheduled payments are not made within this financial year.

724 To approve bank reconciliation

It was **resolved** to approve the bank reconciliation to 26 February 2021.

725 To approve finance update

It was **resolved** to approve the finance file to 26 February 2021.

It was noted that the precept form was sent to WODC in January.

726 To receive items for information only and the next agenda

- a. It was noted that the first tranche of donations for the Barton Bus and Churchyard maintenance would be on the ACM agenda.
- b. Repair to the road in Ledwell – the road has been inspected by OCC, but works have not yet taken place. Cllr Jackson offered to request an update.
- c. The Clerk's appraisal has taken place.
- d. The Chairman thanked Cllr Wheeler-Booth for processing the payments and responding to the Clerk's emails.
- e. Road accidents at the Laundry Lane junction were discussed and proposed for the next meeting agenda.
- f. The Clerk will be taking a week's holiday commencing 19 April.

Signed

(Chairman)

Date

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- g. The Council noted comments received from a resident regarding the parking on grass verges and bins being left on pavements.
- h. The Chairman has been contacted by the Church regarding various matters of civic protocol.
- i. Residents have commented on the damage to the granite kerbs caused by building contractors working in the parish.

727 **Next meeting** – Annual Council Meeting on 04 May 2021, via Zoom, at 7.30pm, to follow Annual Parish Meeting

The Chairman closed the meeting at 8.45 pm without considering the remaining items on the agenda:

13: To consider whether to resolve under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following item

14: To consider providing an LGPS pension for the Clerk as per contract

DRAFT

Signed

(Chairman)

Date